



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Volunteer Coordinator Help

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 - Training Coordinator's **Class Schedule** Tab
 - Training Coordinator's **Courses** Tab
 - Training Coordinator's **Student Profile** Tab
 - **Useful Links** Tab
- **Technical Support**
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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

OTRS Workflows for Training Coordinators

Training Coordinators will be able to:

- View class schedules
- Search for courses by code or name
- View course descriptions and pre-requisite information
- Pre-register volunteer(s) class until the registration closing date
- View the current class registration status for volunteers
- Withdraw their registration from the class
- View class roster view of volunteers
- View course transcript of volunteers
- View account profile of volunteers

Note: A training coordinator will only be able to administer volunteer members of their respective LFRD.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Login

- Launch Internet Explorer and enter
<https://dev02.mcgov.org/int/s15/otrs/>
NOTE: (This URL will change once OTRS goes to production)
- Enter your Montgomery County Username and password (otherwise known as your Single Sign On (SSO) credentials) and click the Login button to access the OTRS.

The seal of Montgomery County, Maryland, featuring a shield with various symbols, surrounded by the text "MONTGOMERY COUNTY" and "MARYLAND" with the year "1790" at the bottom.

Welcome to Montgomery County, Maryland
Single Sign On (SSO)

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

Username

Password

Login



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Login (Continued)

Note:

If you have not entered your Login information correctly, the following message will appear at the bottom of the Login Screen:

"HPDIA0200W Authentication failed. You have used an invalid user name, password or client certificate."

Take your time and re-enter your County computer (SSO) login and password information. Click the Login button to re-submit your County Login credentials.


"Sorry! You are currently not authorized to use the MCFRS Online Training Registration System. If you are a uniformed MCFRS employee or the training coordinator of an LFRD within Montgomery County, please click the Contact Us link to request access to this system."

If the application displays the message shown above, please contact the FRS IT Help Desk on 240-777-2287.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Navigating the OTRS

 **Online Training Registration System (OTRS)** User: TESTPCAP4

Public Safety Training Academy, Montgomery County Fire and Rescue Service

[Registrations](#) [Class Schedule](#) [Courses](#) [Student Profile](#) [Useful Links](#) [HOME](#) [HELP](#) [CONTACT US](#) [LOG OUT](#)

Search Class Welcome, Dianne!

Announcements

7/20/2009 **New EMT Course**
FRTA is introducing a new training course titled EMT-Paramedic Course #25 (EMT-B to EMT-Paramedic). Classes start in August 2009. Please check the catalog and/or class schedule for further details.

7/1/2005 **Fall 2009 Classes**
EMT-B and EMT-B Recertification Fall 2009 classes have been announced. Please check the FRTA class schedule.

Class Registration Summary

No. of classes open for registration: 2

Class Name	Start Date	# Enrolled	# Waitlisted	# Missing Prereq.	# Pre-registered
BLOOD BORNE PATHOGENS	01/01/09	0	0	0	0
CLASS "B" APPARATUS DRIVERS COURSE	10/01/09	0	0	0	0

Course Catalog

- [Cardio Pulmonary Resuscitation](#)
- [Continuing Education Class at PSTA](#)
- [Continuing Education Class Outside PSTA](#)
- [Cultural](#)
- [Emergency Medical Services](#)
- [Emergency Vehicle Operators](#)
- [Equal Employment Opportunity](#)
- [Essentials of Firefighting](#)
- [Fire Code Enforcement](#)
- [Fire Officer Development](#)
- [Firefighter I](#)
- [Firefighter II](#)
- [Firefighter III](#)
- [Hazardous Materials](#)
- [Incident Command](#)
- [Instructor](#)
- [Management](#)
- [Management Class through Personnel](#)
- [Officership I](#)
- [Online Class](#)
- [Personnel Training Outside of PSTA](#)
- [Practical Firemanship Course](#)
- [Practical Rescue](#)
- [Pumps and Hydraulics](#)
- [Self Contained Breathing Apparatus](#)
- [Strategic & Tactical Considerations on the Fireground \(Tactics\)](#)
- [Truck Company Operations](#)

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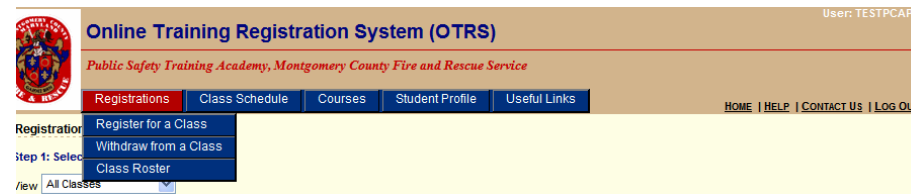


Montgomery County Fire & Rescue Online Training Registration System (OTRS)

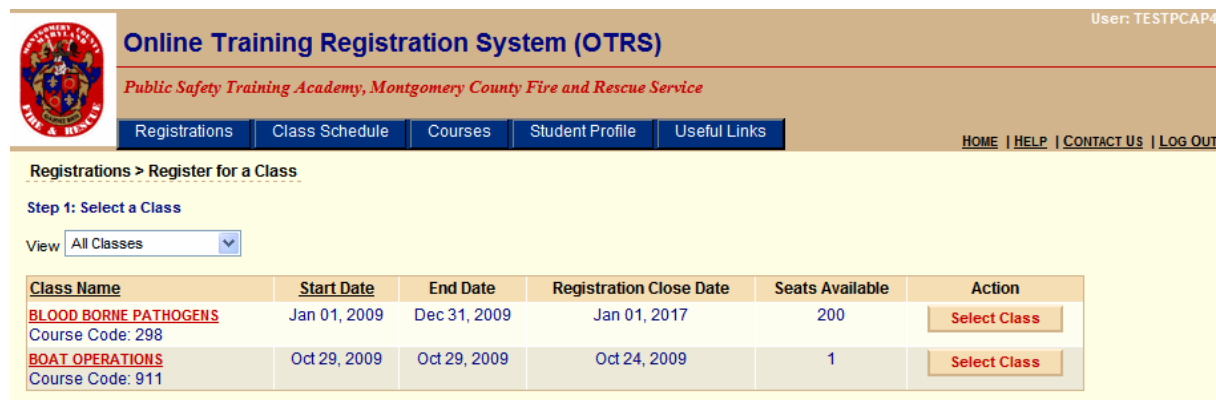
Training Coordinator's Registration Tab

The Registration tab provides three options: to pre-register a volunteer for a class, a volunteer withdraw from a class or view a volunteer class roster.

To pre-register volunteer(s) for a class, click on the **Registration** tab and select the **Register for a Class** option.




Select the class by clicking on the **Select Class** button.





Montgomery County Fire & Rescue Online Training Registration System (OTRS) Training Coordinator's Registration Tab

If volunteer(s) from the training coordinator's LFRD are already pre-registered for the class, a roster of those students will be displayed.
Click the **Next: Select Students** button to continue.



Online Training Registration System (OTRS)
Public Safety Training Academy, Montgomery County Fire and Rescue Service

[Registrations](#) | [Class Schedule](#) | [Courses](#) | [Student Profile](#) | [Useful Links](#)

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Registrations > Register for a Class

Step 1: Select a Class

View:

Class Name	Start Date	End Date	Registration Close Date	Seats Available	Action
BLOOD BORNE PATHOGENS Course Code: 298	Jan 01, 2009	Dec 31, 2009	Jan 01, 2017	200	<input type="button" value="Select Class"/>
CLASS "B" APPARATUS DRIVERS COURSE Course Code: 079	Oct 01, 2009	Nov 04, 2009	Sep 25, 2009	0	<input type="button" value="Select Class"/>

Selected Class Roster

MCFRS ID	Last Name	Registration Status	Status Date
AC0836	ABBEY, CHRISTOPHER	Finished	08/18/2009
BA8773	BAUER, ANNA=	Finished	06/10/2009
BE0993	BERDANIER, ELIZABETH	Finished	06/10/2009
BM3026	BERGE, MICHAEL	Finished	06/10/2009
BA6588	BRITTON, ANNA=	Finished	06/10/2009
DN0684	DYE, NICHOLAS=	Finished	06/10/2009
GS2493	GOLDMAN, SARAH=	Finished	06/10/2009
HW2430	HEFLIN, WALKER	Finished	08/18/2009
HS8671	HODGES, SARAH=	Finished	06/10/2009
KA1788	KUMAR, ANJANI=	Finished	06/10/2009
LM3415	LEONE, MARISSA=	Finished	08/18/2009
MS4891	MCGUIGAN, SHANNON	Finished	08/18/2009
MJ4155	MICHAELS, JEFFREY	Finished	06/10/2009
OE7236	O'CONNOR, EMILY	Finished	08/18/2009
PE4517	PERPER, ELI	Finished	06/10/2009
RM9240	RAITHEL, MAXWELL=	Finished	06/10/2009
RM9028	RIDORE, MARTINE	Finished	08/18/2009
RF9030	RIHM, PHILIP	Finished	06/10/2009
RE7419	RIVERA, EVELYN	Finished	06/10/2009
SJ4449	SKELLY, JOHN=	Finished	08/18/2009
TT6946	TYSON, TYRONE=	Finished	08/18/2009
UK9551	UGEL, KAMI=	Finished	06/10/2009
VO0421	VICKERY, OLIVER	Finished	08/18/2009
WS2027	WOMER, SCOTT	Finished	08/18/2009

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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

If no volunteer(s) from the training coordinator's LFRD are pre-registered for the class, the following message will be displayed. Click the **Next: Select Students** button to continue.

**Online Training Registration System (OTRS)**User: TESTPCAP4

Public Safety Training Academy, Montgomery County Fire and Rescue Service

[Registrations](#) [Class Schedule](#) [Courses](#) [Student Profile](#) [Useful Links](#)

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[Registrations](#) > [Register for a Class](#)

Step 1: Select a Class

View

Class Name	Start Date	End Date	Registration Close Date	Seats Available	Action
BLOOD BORNE PATHOGENS Course Code: 298	Jan 01, 2009	Dec 31, 2009	Jan 01, 2017	200	Select Class
CLASS "B" APPARATUS DRIVERS COURSE Course Code: 079	Oct 01, 2009	Nov 04, 2009	Sep 25, 2009	0	Select Class

No volunteers from your LFRD have been registered for this class yet.

[Next: Select Students](#)

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Montgomery County Fire & Rescue Online Training Registration System (OTRS) Training Coordinator's Registration Tab

A training coordinator can **Search volunteers by** Last Name, First Name or MCFRS ID, by selecting each option from the dropdown list. Enter the first few letters of the selected identifier in the **starting with** box and click **Go**.

Online Training Registration System (OTRS)
Public Safety Training Academy, Montgomery County Fire and Rescue Service

User: TESTPCAP4

Registrations | Class Schedule | Courses | Student Profile | Useful Links

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Registrations > Register for a Class

Step 2: Select Student(s)

Search volunteers by: Last Name starting with: HODGES **Go**

Selected Class: CLASS "B" APPARATUS DRIVERS COURSE

MCFRS ID	Name	Primary LFRD	On IECS List?	Is Physical Complete?	Is Fit Test Complete?	Action
HS8671	Hodges, Sarah L	Bethesda-Chevy Chase Rescue Squad	Yes	Yes	Yes	View Profile Add Student

[Cancel & Start Over](#) [Next: Review Registration](#)

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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

The training coordinator can click on the **View Profile** of the volunteer for:

- General Information - student's information
- Class Schedule - student's class schedule
- PSTA Course transcript - student's unofficial transcript

A screenshot of the Online Training Registration System (OTRS) interface. The page title is "Online Training Registration System (OTRS)" with a subtitle "Public Safety Training Academy, Montgomery County Fire and Rescue Service". The user is logged in as "User: TESTPCAP4". The navigation bar includes "Registrations", "Class Schedule", "Courses", "Student Profile", and "Useful Links". The "Student Profile" tab is active, showing tabs for "General Information", "Class Schedule", and "PSTA Course Transcript". The "General Information" tab is selected, displaying details for Sarah L. Hodges. The details are organized into two columns: personal and administrative information on the left, and physical/medical information on the right.

General Information		Physical/Medical Information	
Sarah L. Hodges		Bethesda-Chevy Chase Rescue Squad	
MCFRS ID:	H52671	Primary LPRD:	anowbunny_101@hotmail.com
IECS Status and Rank:	BC (Primary Dept) - Recruit/Candidate - EMS Provider Candidate	Email:	
Physical Type:	Preplacement	Scheduled Physical Date:	2/7/2009
Physical Status:	Rated	Physical Due Date:	Feb 2010
Medical Status:	Fit For Duty - FF/R	Fit Tested Date:	2/19/2009



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

The training coordinator can click on **Add Student** to begin the pre-registration process.

Note: If a student is not eligible to pre-register for the class, you will receive a message with the reason (*e.g., Student has already completed this class.*) Otherwise, the student will be added to the **Selected Students List**.

The screenshot displays the OTRS web application. At the top, there is a navigation bar with links: Registrations, Class Schedule, Courses, Student Profile, and Useful Links. Below this, the 'Registrations > Register for a Class' section is active. It shows 'Step 2: Select Student(s)' and a search bar for volunteers by last name. A table lists available students, including Sarah L. Hodges. The 'Add Student' button is highlighted. Below the table, the 'Selected Students List' shows Sarah L. Hodges with a registration priority of 1. At the bottom, there are buttons for 'Cancel & Start Over' and 'Next: Review Registration'.

MCFRS ID	Name	Primary LFRD	On IECs List?	Is Physical Complete?	Is Fit Test Complete?	Action
HS8671	Hodges, Sarah L.	Bethesda-Chevy Chase Rescue Squad	Yes	Yes	Yes	View Profile Add Student

MCFRS ID	Name	Registration Priority	Action
HS8671	Hodges, Sarah L.	1	Remove Student

[Cancel & Start Over](#) [Next: Review Registration](#)



Montgomery County Fire & Rescue Online Training Registration System (OTRS) Training Coordinator's Registration Tab

The training coordinator can click **Remove Student** to remove a volunteer from *the **Selected Students List*** or on the **Cancel & Start Over** button to cancel the pre-registration process and start over.

Selected Students List
Please enter a number starting from 1 to indicate the registration priority for the selected student

MCFRS ID	Name	Registration Priority	Action
BJ7202	Bender, Jay S	<input type="text" value="1"/>	Remove Student
RK1914	Rehbehn, Kenneth J	<input type="text" value="1"/>	Remove Student

[Cancel & Start Over](#) [Next: Review Registration](#)


Once the ***Selected Students List*** is complete, click on the **Next: Review Registration** button to continue.



Montgomery County Fire & Rescue Online Training Registration System (OTRS) Training Coordinator's Registration Tab

The training coordinator should review the registrations and, if needed, can **Edit the Student List** or **Cancel & Start Over**.

Otherwise, to continue, click the **Next: Confirm Registration** button.



Online Training Registration System (OTRS)
Public Safety Training Academy, Montgomery County Fire and Rescue Service

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User: TESTPCAP4

Registrations > Review Registration

Selected Class

CLASS "B" APPARATUS DRIVERS COURSE

Prerequisites:	Not Available		
Additional Details:	09-5 A. SHIFT NO WEEKENDS		
Start Date:	Oct 01, 2009	End Date:	Nov 04, 2009
Location:	PSTA CLASSROOM	Instructor:	TBA
No. of Sessions:	10	Contact Hours:	0
Days/Time:	08:00-16:00		
Registration Close Date:	Sep 25, 2009	Max. Capacity:	14
Min. Capacity:	0	Waitlisted:	38
Enrolled:	14		

Selected Students List

MCFRS ID	Name	Registration Priority
HS8671	Hodges, Sarah L	1

[Edit Student List](#) | [Cancel & Start Over](#) | [Next: Confirm Registration](#)

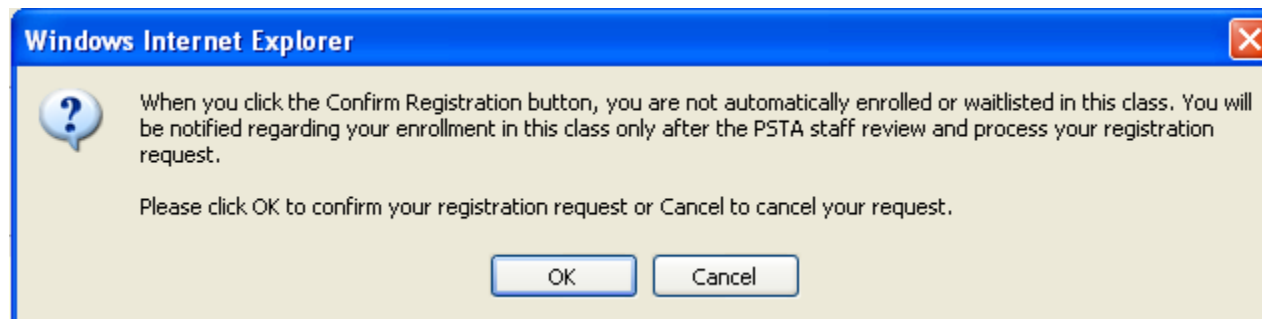
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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Student's Registration Tab

Pre-registration does not equate to being accepted to or seated for the course requested. The MCFRS Registrar is responsible for the actual enrollment process and a class roster will be sent to all work sites per Training Academy Policy. Click OK to confirm your pre-registration.



Note: The training coordinator can click on the **Cancel & Start Over button or Cancel button at any time during the pre-registration process to return to the previous screen.**



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

The training coordinator can

- click on **Register for another Class** to continue registering volunteers for other classes
- click on **View Class Roster** to review volunteer(s) from the training coordinator's LFRD pre-registered for the class
- or choose any of the other options by clicking on the various tabs

The screenshot shows the OTRS interface with the following details:

- Page Title:** Online Training Registration System (OTRS)
- Sub-header:** Public Safety Training Academy, Montgomery County Fire and Rescue Service
- Navigation Tabs:** Registrations, Class Schedule, Courses, Student Profile, Useful Links
- Current Page:** Registrations > Pre-Registration Confirmation
- Class Name:** CLASS "B" APPARATUS DRIVERS COURSE
- Class Dates:** 10/1/2009 8:00:00 AM - 11/4/2009 4:00:00 PM
- Message:** Your class pre-registration request has been received. The PSTA staff will process your request and will update the registration status of the concerned personnel in this class after the closing date of registration. You can view the up-to-date registration status for these personnel by clicking the Registrations --> Class Roster menu option.
- Table:**

MCFRS ID	Name	Registration Priority	Registration Status
HS8671	Hodges, Sarah L.	1	Pre-registered
- Links:** Register for another Class, View Class Roster
- Footer:** Privacy Policy | User Rights | Accessibility | Assistance
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NOTE: The training coordinator is also able to change the **Registration Priority** for students. This is based on MCFRS business rules, the lower the priority number, the higher the **priority ranking**.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

The Training Coordinator can withdraw a volunteer from a class by clicking on the **Withdraw from a Class** on the **Registration** tab. The following screen will be displayed:

The screenshot shows the "Online Training Registration System (OTRS)" interface. At the top, it says "Public Safety Training Academy, Montgomery County Fire and Rescue Service". Below this is a navigation bar with tabs: "Registrations", "Class Schedule", "Courses", "Student Profile", and "Useful Links". The "Registrations" tab is selected. On the right, it says "User: TESTPCAP4". Below the navigation bar, the page title is "Registrations > Withdraw from a Class". There is a search form with the text "Search volunteers by" followed by a dropdown menu set to "Last Name", a text input field for "starting with", and a "Go" button. At the bottom, there is a footer with links for "Privacy Policy", "User Rights", "Accessibility", and "Disclaimer", along with copyright information: "Copyright 2002-2009 Montgomery County Government All Rights Reserved" and "Best viewed with IE 8.0 and higher".



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

A training coordinator can **Search volunteers by** Last Name, First Name or MCFRS ID, by selecting each option from the dropdown list. Enter the first few letters of the selected identifier in the **starting with** box and click **Go**.

The screenshot shows the "Online Training Registration System (OTRS)" interface. At the top, there's a navigation bar with links: "Registrations", "Class Schedule", "Courses", "Student Profile", and "Useful Links". Below this, a search bar is visible with a dropdown menu set to "MCFRS ID" and a text box containing "VS2027". A "Go" button is next to the text box. The search results are displayed in a table with the following columns: "MCFRS ID", "Name", "Primary LFRD", and "Action". The table contains one row with the following data: "VS2027", "Womer, Scott C", "Bethesda-Chevy Chase Rescue Squad", and a "Select Student" button. The footer of the page contains copyright information: "Copyright 2012-2013 Montgomery County Government All Rights Reserved".

Click on the **Select Student** button to withdraw the student from the displayed class.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Registration Tab

If the **Seats Available** column displays zero, the maximum number of enrollees has been reached for the class and the following message will be displayed:


Add screen shot



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Class Schedule Tab

Training coordinators can click on the **Class Schedule** tab to view a listing of all available class schedules. The list includes the **Course Description, Start Date and End Date, Session Info, Location and Registration Close Date**. The **Action** field allows the student to click on the **Register** button to pre-register for an open class.



Online Training Registration System (OTRS)
Public Safety Training Academy, Montgomery County Fire and Rescue Service

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User: TESTPCAP4

FRTA Current Class Schedule

View:

Class Name	Start Date	End Date	Session Info	Location	Regn. Close Date	Action
AUTOMATED EXTERNAL DEFIBRILLATOR Course Code: 337	Oct 29, 1992	Nov 30, 2019	No. Sessions: Days/Time:	PSTA CLASSROOM	Oct 24, 1992	
BLOOD BORNE PATHOGENS Course Code: 298	Jan 01, 2009	Dec 31, 2009	No. Sessions: 1 Days/Time: 00:00-00:00	PSTA OTHER	Jan 01, 2017	<input type="button" value="Register"/>
CLASS "B" APPARATUS DRIVERS COURSE Course Code: 079	Oct 01, 2009	Nov 04, 2009	No. Sessions: 10 Days/Time:	PSTA CLASSROOM	Sep 25, 2009	<input type="button" value="Register"/>
CONFINED SPACE RESCUE Course Code: 435	Dec 18, 2008	Dec 19, 2009	No. Sessions: 2 Days/Time:	PSTA CLASSROOM	Dec 13, 2008	
CULTURAL DIVERSITY Course Code: 032	Jan 01, 2009	Dec 31, 2009	No. Sessions: 1 Days/Time: 00:00-00:00	PSTA OTHER	Dec 27, 2008	
EEO/AA AND THE LAW ONLINE Course Code: 030	Jan 01, 2009	Dec 31, 2009	No. Sessions: 1 Days/Time: 08:00-11:00	PSTA OTHER	Dec 27, 2008	
EMERGENCY VEHICLE OPERATORS COURSE Course Code: 067	Sep 09, 2009	Oct 10, 2009	No. Sessions: 10 Days/Time: Sep 9 2009 7:00PM- 10:00PM WEDNESDAY Sep 12 2009 8:00AM- 5:00PM SATURDAY Sep 16 2009 7:00PM- 10:00PM WEDNESDAY Sep 19 2009 8:00AM- 5:00PM SATURDAY Sep 23 2009 7:00PM- 10:00PM WEDNESDAY Sep 26 2009 8:00AM- 5:00PM SATURDAY Sep 30 2009 7:00PM- 10:00PM WEDNESDAY Oct 3 2009 8:00AM- 5:00PM SATURDAY Oct 7 2009 7:00PM- 10:00PM WEDNESDAY Oct 10 2009 8:00AM- 5:00PM SATURDAY	PSTA OTHER	Sep 04, 2009	
EMT BASIC Course Code: 338	Aug 28, 2009	Feb 27, 2010	No. Sessions: 22 Days/Time:	PSTA CLASSROOM	Aug 26, 2009	



Montgomery County Fire & Rescue Online Training Registration System (OTRS) Training Coordinator's Course Tab

Clicking the **Courses** tab displays all courses or classes information.

Online Training Registration System (OTRS)
Public Safety Training Academy, Montgomery County Fire and Rescue Service

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FRTA List of Courses and Prerequisites

View:

Course	Course Code	Contact Hours	Course Type
AERIAL APPARATUS OPERATOR Description: Not Available Prerequisites: Not Available	126	30	Personnel Training Outside of PSTA
AERIAL APPARATUS OPERATOR Description: To provide the knowledge and skills to operate a fire department aerial ladder truck and associated equipment. Major topics covered in the course are truck company operations, tool requirements, terminology, techniques of spotting, stabilizing, working angles, loading, extreme operating conditions, raising and lowering, controls and valves, hydraulic systems, water tower operations, standpipe operations, ladders, safety rules, maintenance and testing. Prerequisites: Successful completion of Firefighter I and II courses or equivalency	249	30	Truck Company Operations
BLOOD BORNE PATHOGENS Description: The student will be able to recognize the presence of blood/air borne pathogens, and have the knowledge needed to protect against them. This course will discuss infectious diseases such as AIDS, Hepatitis, Tuberculosis and Meningitis. Emphasis will be placed on body substance isolation, cleaning and decontaminating procedures as well as exposure treatment and follow-up procedures. Prerequisites: Personal Data Sheet on file at the FRTA	298	3	Continuing Education Class Outside PSTA
BTLS COURSE/PHLS COURSE Description: Not Available Prerequisites: Not Available	354	16	Emergency Medical Services
CLASS "A" APPARATUS DRIVERS COURSE Description: Not Available Prerequisites: Not Available	078	70	Emergency Vehicle Operators
CLASS "B" APPARATUS DRIVERS COURSE Description: Not Available Prerequisites: Not Available	079	70	Emergency Vehicle Operators
CPR INSTRUCTOR Description: Not Available Prerequisites: Not Available	308	16	Emergency Medical Services
CULTURAL DIVERSITY Description: Not Available Prerequisites: Not Available	032	3	Cultural
EEO/AA AND THE LAW Description: Not Available Prerequisites: Not Available	030	3	Continuing Education Class Outside PSTA
EMERGENCY VEHICLE OPERATORS COURSE Description: Not Available Prerequisites: Not Available	067	36	Emergency Vehicle Operators

1 2 3 4 5

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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Student Profile Tab

The student user can click on the Student Profile tab and view


- **General Information** - student's information
- **Class Schedule** - student's class schedule
- **PSTA Course transcript** - student's unofficial transcript

A screenshot of the Online Training Registration System (OTRS) web application. The header includes the Montgomery County Fire & Rescue logo, the title "Online Training Registration System (OTRS)", and the subtitle "Public Safety Training Academy, Montgomery County Fire and Rescue Service". A navigation bar contains tabs for "Registrations", "Class Schedule", "Courses", "Student Profile", and "Useful Links". The "Student Profile" tab is selected. Below the navigation bar, there is a search section titled "View Student Profile" with a dropdown menu for "Last Name" and a text input field for "starting with". A "Go" button is next to the input field. The footer contains links for "Privacy Policy", "User Rights", "Accessibility", and "Disclaimer", along with copyright information for 2002-2009 and a note about browser compatibility.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator Student's Profile Tab (General Information)

**Online Training Registration System (OTRS)**User: TESTPCAP1

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Student Profile

[View Printable Transcript](#)

[General Information](#) [Class Schedule](#) [PSTA Course Transcript](#)

PAUL P. RUDOLPH

MCFRS ID:	RP6024	Station:	08
IECS Status and Rank:	IECS - Firefighter II	Email:	paul.rudolph@montgomerycountymd.gov

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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator Student's Profile Tab (Class Schedule)

**Online Training Registration System (OTRS)**User: TESTPCAP1

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Student Profile[View Printable Transcript](#)

[General Information](#) [Class Schedule](#) [PSTA Course Transcript](#)


Class Name	Start Date	End Date	Session Info	Location	Registration Status
EMT-B RECERT 12HRS SKILLS PART 2 Course Code: 329	Sep 18, 2009	Sep 19, 2009	No. Sessions: 2 Days/Time: Sep 18 2009 8:00AM- 5:00PM SATURDAY Sep 19 2009 8:00AM- 5:00PM SUNDAY	PSTA CLASSROOM	Enrolled

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Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator Student's Profile Tab (PSTA Course Transcript)

**Online Training Registration System (OTRS)**
Public Safety Training Academy, Montgomery County Fire and Rescue Service

User: TESTPCAP1

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Student Profile

[View Printable Transcript](#)

General Information | Class Schedule | **PSTA Course Transcript**

Student: **Paul P. Rudolph** Date: **Monday, September 14, 2009**

This is only an **UNOFFICIAL** PSTA transcript

Course Code	Class Name	Start Date	End Date	Status Date	Grade
354	BTLS COURSE/PHTLS COURSE	02/03/2009	02/04/2009	06/10/2009	PASS
435	CONFINED SPACE RESCUE	12/18/2008	12/19/2009	06/10/2009	PASS
032	CULTURAL DIVERSITY RC	09/04/2008	09/04/2008	09/25/2008	PASS
030	EEO/AA AND THE LAW RC	09/04/2008	09/04/2008	09/24/2008	PASS
067	EMERGENCY VEHICLE OPERATORS COURSE	01/26/2009	01/30/2009	06/10/2009	PASS
338	EMT-B BASIC	11/04/2008	12/15/2008	06/10/2009	PASS
107	FIRE FIGHTER I	09/09/2008	10/13/2008	11/10/2008	PASS
108	FIRE FIGHTER II	10/14/2008	10/28/2008	11/10/2008	PASS
102	FIRE FIGHTER SAFETY & SURVIVAL	12/26/2008	12/30/2008	06/10/2009	PASS
274	HAZARDOUS MATERIALS AWARENESS & OPS	12/21/2008	12/23/2008	06/10/2009	PASS
950	NIMS IS 100 (Incident Command System)	05/17/2006	05/17/2006	06/10/2009	PASS
138	NIMS IS700 (Nat'l Incident Mgmt. System)	04/01/2005	04/01/2005	06/10/2009	PASS
376	PEPP	02/05/2009	02/06/2009	06/10/2009	PASS
144	STRATEGIES & TACTICS	12/31/2008	01/08/2009	06/10/2009	PASS
516	WEAPONS OF MASS DESTRUCTION	12/16/2008	12/17/2008	06/10/2009	PASS

Note:
1. The **Status Date** indicates the date when your class status was updated in the PSTA Registrar database.
2. Please contact the [Registrar](#) to report any missing or incorrect class records.

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Best viewed with IE 6.0 and higher



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Training Coordinator's Useful Links Tab

The **Useful Links** tab provides coordinators a shortcut to the **Fire & Rescue Training Academy (FRTA)** webpage and the **Personnel Information Management System (PIMS)** from the OTRS application.

The FRTA website URL is:

<http://www.montgomerycountymd.gov/firtmpl.asp?url=/content/firerescue/psta/index.asp>

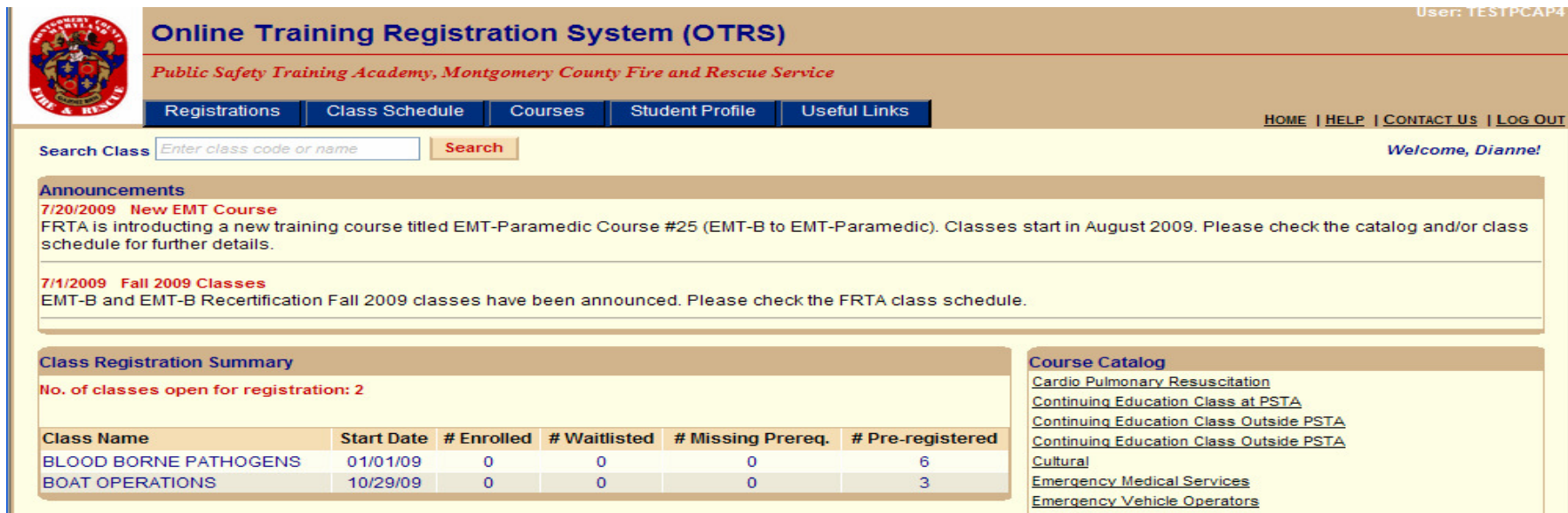
The PIMS website URL is: <https://ext01.montgomerycountymd.gov/ent/s2/pims/>



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Screen Header Other links (HOME, HELP, CONTACT US, LOG OUT)

Clicking on **HOME**, returns the user to the main page of the OTRS application where they can view **Announcements**, **Class Registration Summary**, and **Course Catalog** information:



The screenshot shows the OTRS application interface. At the top, there is a header with the Montgomery County Fire & Rescue logo on the left, the title "Online Training Registration System (OTRS)" in the center, and the user name "User: TESTPCAP4" on the right. Below the title is a subtitle "Public Safety Training Academy, Montgomery County Fire and Rescue Service". A navigation bar contains links for "Registrations", "Class Schedule", "Courses", "Student Profile", and "Useful Links". On the right side of the navigation bar are links for "HOME", "HELP", "CONTACT US", and "LOG OUT". Below the navigation bar is a search section with a "Search Class" label, a text input field with the placeholder "Enter class code or name", and a "Search" button. To the right of the search section is a welcome message "Welcome, Dianne!". The main content area is divided into three sections: "Announcements", "Class Registration Summary", and "Course Catalog". The "Announcements" section contains two entries: "7/20/2009 New EMT Course" and "7/1/2009 Fall 2009 Classes". The "Class Registration Summary" section shows "No. of classes open for registration: 2" and a table with class information. The "Course Catalog" section lists various courses with links.

Class Name	Start Date	# Enrolled	# Waitlisted	# Missing Prereq.	# Pre-registered
BLOOD BORNE PATHOGENS	01/01/09	0	0	0	6
BOAT OPERATIONS	10/29/09	0	0	0	3

Clicking on the **HELP** link will display this help document. Clicking on the **CONTACT US** provides the user an opportunity to submit an email to Registrar Staff.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Screen Header's Other links ([HOME](#), [HELP](#), [CONTACT US](#), [LOG OUT](#))

If you require technical assistance with the OTRS,

- you may call the County IT Help Desk ([x72828, option 1](#))**
- use your SHIP desktop application**
- call the FRS IT Help Desk ([x72287](#))**

Please provide the following information

Your Name

Your Department / Division

Your DCM Computer Bar Code ID Number

A Description of the error or problem

The Name of the Application: OTRS

A call back number or email address.



Montgomery County Fire & Rescue Online Training Registration System (OTRS)

Logout

**To exit the OTRS application
(or any Single Sign On application)
select the LOGOUT link.**